

DIOCESE OF ALLENTOWN
Directions for Employees and Volunteers
to obtain a Federal Bureau of Investigation Fingerprint Criminal Background Check
through 3M Cogent Livescan Fingerprint Systems

1. The Diocesan or Parish employee (or School employee if a re-check and not a new hire) or volunteer completes the Diocese of Allentown Background Check Authorization Form and submits it to the Parish's or School's local safe environment coordinator or the Diocese's Human Resource Department if a Diocesan employee.
2. The Local Safe Environment Coordinator will record receipt of the form and forward it to the Diocese's Human Resource Department for processing.
3. The Diocese will use the Background Check Authorization form from the individual to process the registration and payment for the Federal Bureau of Investigation Criminal Background Check (fingerprint) through 3M Cogent's system which is used in the Commonwealth of Pennsylvania for all fingerprint checks.
4. A registration ID is created upon registration for the specific individual. The Diocese's Human Resources Department will email the specific local Safe Environment Coordinator the registration ID.
5. The local Safe Environment Coordinator will print the registration ID and give it to the individual.
6. The individual will then have to take the printed registration ID to a Cogent fingerprint collection site. Please see Cogent's website: www.pa.cogentid.com for the location of fingerprint sites and days and hours of operation for each site.
7. At the Cogent locations, the individual will be required to provide a qualified State or Federal photo ID. A list of the approved ID types may be found on Cogent System's website. Applicants will not be processed if they cannot produce an acceptable photo ID. Once the applicant has furnished acceptable identification and the identity has been verified, all ten of the individual's fingers will be scanned. This process should take approximately five (5) minutes. The applicant's scanned fingerprints will then be electronically transmitted to the FBI by Cogent Systems.
8. If the individual is a school employee or school volunteer, the registration will be processed through the Pennsylvania Department of Education and the registration ID will be provided to the Office of Education to view the results of the background check for new all new hires, for rechecks the registration ID will be provided to the Human Resources Department to view the results. A memorandum will be issued to the school stating whether the individual has been cleared.
9. If the individual is a Diocesan, Parish or other non-school employee, the registration will be processed through Pennsylvania's Department of Human Service and the individual will receive the completed background certificate via the U.S. Postal Service to their home address. The original of this document must be given to the local Safe Environment Coordinator.